



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 5, 2014

Bonnie Menter  
1607 W. Church Street  
Marshalltown, IA. 50158

Dear Child Care Provider,

This letter is in regards to the October 24, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

**AN ATTACHED LIST OF RECOMMENDED ITEMS FOR YOUR FIRST AID KIT HAS BEEN INCLUDED IN THIS LETTER.**

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

**ONE OF YOUR FOUR DOGS IS DUE FOR AN EXAM AND SHOTS.**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

**THIS IS NEEDED. NEED WRITTEN POLICIES.**

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

**THIS IS NEEDED. NEED WRITTEN POLICIES.**

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

**NEEDS A PHYSICIANS SIGNED STATEMENT OF HEALTH AND IMMUNIZATION RECORDS FOR BONNIE, DAVID & KYLIE.**

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

**NEED DOCUMENTATION OF 2 HOURS APPROVED CHILD ABUSE & NEGLECT MR TRAINING FOR BONNIE.**

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**NEED DOCUMENTATION OF CPR & 1<sup>ST</sup> AID FOR BONNIE.**

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**MISSING FOR SIX CHILDREN.**

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**MISSING FOR ONE SCHOOL- AGED CHILD.**

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

**MISSING FOR SIX SCHOOL AGED CHILDREN.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**MISSING FOR FOUR CHILDREN.**

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

**MISSING FOR THREE SCHOOL AGED CHILDREN.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

**Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

x ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

**PLEASE NOTE THAT THIS IS A CORRECTED LETTER BEING SENT TO THE PROVIDER.**

Please do not hesitate to contact me at DHS at 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Patricia Smart  
Social Worker II

*Natalie Clapp*

Social Work Supervisor

Department of Human Services

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 641-650-1532.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).